

ADMINISTRATIVE - INTERNAL USE ONLY

OIT/ELIS

LOGGED

12 SEP 1988

DDA 88-1855

1 September 1988

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:

[Redacted]
Chief, DA/Management Staff

SUBJECT: Space Plan

REFERENCE: Memo for DA Office Directors (DDA 88-1811), dtd 24 Aug 88,
Same Subject

1. The next step in assisting OL in developing its space plan will be to establish a baseline for our existing special use space and to project additional requirements during the 1989-93 timeframe.

2. Please have your staffs telecommunicate by COB, 8 September the total square footage of special use space your office currently has and what additional requirements you anticipate during 1989-93. This is a formidable task in a short time period--we are looking for reasonable, defensible numbers--your staffs should not get bogged down in too much detail.

3. The attached chart provides examples of kinds of special use space and can be used if it is helpful. I would like to know what categories your future requirements fall into, but you do not have to break your existing special use space into categories if you do not have it. A gross total number of square feet will be adequate. Have your staffs call with any questions.

cc: Planning Officers

Attachment: A/S

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CURRENT SPECIAL USE SPACE

| <u>CATEGORY</u> | <u>SQUARE FEET</u> |
|---|--------------------|
| Conference Rooms | |
| Libraries | |
| Computer Centers | |
| Other ADP/Commo Space | |
| Classrooms | |
| Storage Space | |
| Registries/DACs | |
| Warehouse Space | |
| Other (lockers, reception areas, cafeterias, etc.) | |
| TOTAL | |

1989-93 SPECIAL USE SPACE REQUIREMENTS

| <u>CATEGORY</u> | <u>SQUARE FEET</u> |
|---|--------------------|
| Conference Rooms | |
| Libraries | |
| Computer Centers | |
| Other ADP/Commo Space | |
| Classrooms | |
| Storage Space | |
| Registries/DACs | |
| Warehouse Space | |
| Other (Specify lockers, reception areas, cafeterias, etc.) | |
| TOTAL | |

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